



October 18, 2006

Records Clerk II **(Full-Time/Open Opportunity)**

SALARY: \$2,641.61 – \$3,210.90

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on November 10, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209) 333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Provides information and assistance to the public in person and by telephone. Maintain and process department records and reports. Records Clerk II is the full working level of the series, competent to perform the full scope of duties required. These classifications do not exercise supervisory authority over other full-time permanent employees. Duties may include, but are not limited to the following: Operates a multi-line telephone system to respond to requests for information or assistance; and refers calls to appropriate locations; assists the public at the counter by providing information, explaining procedures and forms, and handling a variety of other requests; determines whether requesting parties are entitled per laws and regulations to information requested; and blocks out confidential information; photocopies and releases a variety of documents in accordance with regulations; responds to requests from the public and other governmental agencies for information; maintains and codes records of contacts, requests for services, and related information; enters data, reviews, verifies, prepares, and processes a variety of forms, reports and correspondence including those related to agendas, minutes, contracts, elections, and other City Clerk related documents; files a wide variety of materials and researches files and records; purges and seals various records and reports in accordance with regulations; codes, categorizes and tabulates records and reports. Knowledge of basic office practices and procedures, including the operation of standard office equipment; alphabetical, numerical, and topical filing systems; correct spelling, grammar, and punctuation; basic arithmetic; laws and regulations governing the release of public records, and reports; functions and operation of various computer; related information systems and information systems and equipment; policies and procedures for departmental operations. Ability to deal tactfully and effectively with the public including hostile and irate individuals; understand and carry out oral and written instructions; maintain accurate records and files; type at a speed necessary for adequate job performance; make accurate arithmetical calculations; establish and maintain cooperative and effective relationships with those contacted during the course of work. Apply applicable rules and regulations to request for confidential and public; prioritize work and coordinate several activities simultaneously; operates standard and specialized office equipment including personal computer, related software and peripheral equipment; organize and maintain files and records. Performs other related duties as required.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of an accredited course in records management.

Experience: One year of records processing and public contact experience. One year of experience working in a City Clerk's office is highly desirable.

LICENSES AND CERTIFICATES: Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.